



CITY OF HOLLYWOOD, FLORIDA

PROCUREMENT SERVICES DIVISION

2018 APR 10 PM 3:47

CITY OF HOLLYWOOD
PROCUREMENT SERVICES
DIVISION

DATE: March 14, 2018 **FILE:** PR-18-138

TO: Steve Joseph, Director, Public Utilities

TO: Sylvia Glazer, Director, Public Works

FROM: Robert Lowery, Contracts Officer, Procurement Services
RL

SUBJECT: Blanket Contract Renewal for Locate/Mark Underground Utilities- Craig A. Smith -B002945

ISSUE:

The current period of the above contract expires April 27, 2018. The contract is renewable for a one (1) year period if it is determined to be in the City's best interest and the vendor agrees to the renewal in writing.

EXPLANATION:

Notification of Intent to Renew must be mailed to the vendor thirty (30) calendar days in advance of the contract expiration date. Accordingly, it is requested that you give this matter your immediate attention thereby providing a timely reply to preclude contract expiration.

If you do not want to renew this contract, please explain the reason(s) in a separate memo. Also note that this contract will expire on the date mentioned above and if a new contract is to be established, you must submit bid specifications.

RECOMMENDATION:

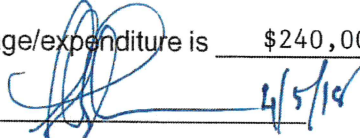
Please reply as soon as possible by returning this memo appropriately filled out, signed and dated along with the attached Contract Renewal Evaluation Form.

Date: 3/15/18 To: Robert Lowery, Procurement Services


The Director recommends the following:

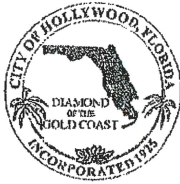
- RENEW the contract under the same terms and conditions. The Budget Account Number to be charged is 42.4012.00772.536.003117-\$70,000.00
42.4012.00773.536.003117-\$60,000.00, 43.4031.00000.538.003117-\$110,000.00
- DO NOT renew this contract. See attached memo explaining the reason(s).
- DO NOT renew this contract. DO NOT prepare a replacement bid (items/services no longer needed).

Estimated: annual usage/expenditure is \$240,000.00

By: Steve Joseph, P.E.  4/5/18

Title: Director, Public Utilities


4/4/18



CITY OF HOLLYWOOD, FLORIDA
PROCUREMENT SERVICES DIVISION

Department/Office
Contract Renewal Evaluation

Date: 3/15/18	
Department/Office: 4000-Public Utilities	Division/Area: 4012/4031-Underground
Contact Person: Robert Walker	Title: Manager
Contact phone number: 954-921-3046	Contact Email: rawalker@hollywoodfl.org
Purchase Order/Blanket Purchase Order #: B002945	
Contract Expiration Date: 4/27/18	
Vendor: Craig A Smith & Associates	Contact Person: Jim Driscoll
Contact phone number: 561-791-9280	Contact Email: jdriscoll@craigasmith.com
Good/Service: locate/mark utilities	Solicitation #:

1. How would you rate the quality of goods/services?

Excellent Good Satisfactory Poor

2. How would you rate the courteousness vendor's personnel?

Excellent Good Satisfactory Poor

3. With regards to the goods or services provided, how satisfied are you with the following items?
 (Please check one per category)

	Excellent	Good	Satisfactory	Poor
Overall Quality	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Value	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequency of Contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsiveness to request	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Are all goods/services on the contract being performed at the agreed upon time and manner?

Yes No

If no, please explain?

5. If you contacted the vendor, were all your questions or any issues resolved to your complete satisfaction?

Yes No Did not need to contact

If no, please explain?



CITY OF HOLLYWOOD, FLORIDA
PROCUREMENT SERVICES DIVISION

**Department/Office
Contract Renewal Evaluation**

6. Has the invoicing been timely, accurate and in accordance with the contract?

Yes No

If no, please explain?

7. Does the Department/Office recommend renewing a contract based upon the available renewal options when the current agreement expires?

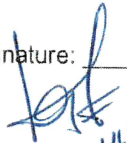
Yes No


If no, please explain?

8. Please state any additional comments about your experience with this vendor and the goods/services provided:

Department/Office Director's Name: Steve Joseph, P.E. Director, Public Utilities

Department/Office Director's Signature: _____


4/4/18

 4/5/18



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DATE: March 14, 2018 **FILE:** PR-18-138
TO: Steve Joseph, Director, Public Utilities
TO: Sylvia Glazer, Director, Public Works
FROM: Robert Lowery, Contracts Officer, Procurement Services
SUBJECT: Blanket Contract Renewal for Locate/Mark Underground Utilities– Craig A. Smith -B002945

ISSUE:

The current period of the above contract expires April 27, 2018. The contract is renewable for a one (1) year period if it is determined to be in the City's best interest and the vendor agrees to the renewal in writing.

EXPLANATION:

Notification of Intent to Renew must be mailed to the vendor thirty (30) calendar days in advance of the contract expiration date. Accordingly, it is requested that you give this matter your immediate attention thereby providing a timely reply to preclude contract expiration.

If you do not want to renew this contract, please explain the reason(s) in a separate memo. Also note that this contract will expire on the date mentioned above and if a new contract is to be established, you must submit bid specifications.

RECOMMENDATION:

Please reply as soon as possible by returning this memo appropriately filled out, signed and dated along with the attached Contract Renewal Evaluation Form.

Date: 4/10/2018 To: Robert Lowery, Procurement Services

The Director recommends the following:

RENEW the contract under the same terms and conditions. The Budget Account Number to be charged is 01.5174.00475.541.003117.

DO NOT renew this contract. See attached memo explaining the reason(s).

DO NOT renew this contract. DO NOT prepare a replacement bid (items/services no longer needed).

Estimated: annual usage/expenditure is \$60,000

By: GG Gibson

Title: Assistant Director, Public Works



CITY OF HOLLYWOOD, FLORIDA

PROCUREMENT SERVICES DIVISION

**Department/Office
Contract Renewal Evaluation**

Date: 4/10/2018	
Department/Office: Public Works	Division/Area: 6
Contact Person: Gregory Gibson	Title: Assistant Director
Contact phone number: 954-967-4526 x4563	Contact Email ggibson@hollywoodfl.
Purchase Order/Blanket Purchase Order #: B002945	
Contract Expiration Date: 4/27/2018	
Vendor: Craig A. Smith	Contact Person: Jim Driscoll
Contact phone number: 561-791-9280	Contact Email: jdriscoll@craigasmith.com
Good/Service: Locate/Mark Underground Utilities	Solicitation #:

1. How would you rate the quality of goods/services?

- Excellent Good Satisfactory Poor

2. How would you rate the courteousness vendor's personnel?

- Excellent Good Satisfactory Poor

3. With regards to the goods or services provided, how satisfied are you with the following items?
(Please check one per category)

	Excellent	Good	Satisfactory	Poor
Overall Quality	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Value	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequency of Contact	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsiveness to request	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Are all goods/services on the contract being performed at the agreed upon time and manner?

- Yes No

If no, please explain?

5. If you contacted the vendor, were all your questions answered or any issues resolved to your complete satisfaction?

- Yes No Did not need to contact

If no, please explain?



CITY OF HOLLYWOOD, FLORIDA

PROCUREMENT SERVICES DIVISION

**Department/Office
Contract Renewal Evaluation**

6. Has the invoicing been timely, accurate and in accordance with the contract?

Yes No

If no, please explain?

7. Does the Department/Office recommend renewing a contract based upon the available renewal options when the current agreement expires?

Yes No

If no, please explain?

8. Please state any additional comments about your experience with this vendor and the goods/services provided:

Department/Office Director's Name:

Sylvia Glazer 2/10/18
GSGibson 4/10/18

Department/Office Director's Signature:

[Signature] 4/10/18

CITY OF HOLLYWOOD, FLORIDA
Public Works Department
INTER-OFFICE MEMORANDUM

DATE: 04/10/2018 **FILE:** PW-18-021

TO: Paul Bassar
Director, Office of Procurement Services

Daniel Mainero
Procurement Specialist, Office of Procurement Services

VIA: Sylvia Glazer
Director, Department of Public Works

FROM: Gregory Gibson
Assistant Director, Department of Public Works

SUBJECT: Blanket Contract Renewal with Craig A. Smith for locate/mark
Underground Utilities – Blanket Order #B002945

ISSUE:

To renew blanket contract B#002945 for Craig A. Smith which is set to expire on April 27, 2018 for an additional one year period.

EXPLANATION:

Public Work is requesting that Blanket Order #B002945 be renew for an additional one year period with Craig A. Smith. The estimated annual expenditure for Public Works for Blanket Order #B002945 is \$59,988.00.

Line 1 for Standard Locate and Mark All City Owned Facilities in the Area Specified in the SSOCOF ticket will be an estimated annual count of 3,180. Item in line 1 has a cost of \$17.00 per quantity. Line 7 for Electronic Ticket Management, Receipt and Delivery of Request to Locate tickets from Sunshine State One Call will be an estimated annual count of 5,640. Item in line 7 has a cost of \$0.20 per quantity. Line 8 for Screened and Cleared Tickets, Receive Request to Locate ticket from SSOCOF, screen and clear for "out of area" etc. will be an estimated annual count of 2,400. Item in line 8 has a cost of \$2.00 per quantity.

Public Works has identified account number 01.5174.00475.541.003117 to pay for blanket order #B002945 .

RECOMMENDATION:

Please renew blanket contract #B002945 for an additional one year for Craig A. Smith with annual estimated cost of services in the amount of \$59,988.00.

March 14, 2018

Craig A. Smith
Attn: Jim Driscoll
7777 Glades Road, Suite #410
Boca Raton, FL 33434

Dear Vendor:

Our Agreement for Locate/Mark Underground Utilities, based upon Cooper City Bid # 2015-5-UTL, Blanket Purchase Order B002945, expires on 4/27/2018.

The Procurement Services Division would like to renew the agreement for a one (1) year renewal period under the terms and conditions utilizing Blanket Purchase Order B002945 (copy attached).

Please advise your interest in renewing this Agreement by marking the appropriate response, signing, and returning this correspondence.

If you are unable to renew this agreement, please explain reason(s) in a separate letter.

Thanks for your help with this matter and as always, please call me at 954-921-3552 if you have questions.

A response as soon as possible would be appreciated.

Sincerely,



Robert Lowery, Procurement Contracts Officer
Procurement Services Division

RL/dm

I agree: _____
(Signature)

I disagree: _____
(Signature)

Name: STEPHEN C. SMITH
(Typed or Printed)

Date: 3/26/18

2600 Hollywood Boulevard
P.O. Box 229045
Hollywood, Florida
33022-9045

hollywoodfl.org



**Cooper City Commission Meeting
Agenda Item Request Form**

Date: 3/12/18

Requesting Department: Utilities

Commission Regular Meeting Date: 3/27/18

Commission Workshop Meeting Date: _____

AGENDA

Presentation

Consent

Regular

Discussion

SUBJECT:

BACKGROUND & RECOMMENDATION (attach backup material to Item Request Form)

This is a recommendation for Commission approval of a contract extension with Craig A. Smith & Associates, Inc. for underground utility locating/marketing services.

GENERAL LEDGER ACCOUNT NUMBER(S) AND AMOUNT(S):

450-950-531290-536 – Contractual Services

APPROVALS:

Finance Director

City Manager

City Clerk

Approved by
Commission
3/27/18



COOPER CITY UTILITIES DEPARTMENT MEMORANDUM

DATE: March 12, 2018

TO: Bruce D. Loucks, City Manager

FROM: Michael F. Bailey, P.E., Utilities Director/City Engineer

SUBJECT: Extension of Contract – Locate/Mark Underground Utilities

This is a recommendation for Commission approval of a contract extension with Craig A. Smith & Associates, Inc. for underground utility locating/marketing services.

One of the duties required of an owner of underground utilities, under Florida law, is to identify, locate, and mark the location of these facilities upon request from an excavating contractor or the public. The City currently has a contract with Craig A. Smith & Associates (CAS) to perform this service, which was competitively bid and awarded by the Commission on April 28, 2015 (copy of contract available upon request). The contract term is for three years with options to extend for up to two additional one-year periods. The initial term is about to expire, and I recommend exercising the City's option to extend for the first one-year period. CAS has performed very well over the past three years and has offered to extend the contract with the same terms and pricing. We anticipate a maximum expense of \$70,000 for this next year.

Funds are available in the Water & Sewer Fund and budgeted for this purpose.